

Henry Ford College Return to Campus – Phased Approach February 2, 2021

The Return to Campus Workplace Reintegration subcommittee recommends that HFC employees return to the campus in phases. This document describes the phased approach, including:

- Who will be on campus during each phase,
- Hours of operation,
- Phase-specific restrictions, and
- Phase-specific protocols.

Phases are not date specific. Indicators that will inform phase movement include orders from the Michigan Department of Health and Human Services and guidelines from the Centers for Disease Control, Department of Health and Human Services pursuant to the Occupational Safety and Health Act, the World Health Organization, and Wayne County Health Department. Restrictions and protocols will also be adjusted based on state and local guidance.

Vice Presidents will work with each department within their area of responsibility to develop a plan that allows employees to return to campus in phases. In accordance with the phased approach described, it is recommended that limited staff return to campus during Phase 2, with gradual return in Phases 3 through 5. Rotational scheduling is also recommended; employees may work remotely certain days and on campus other days.

In cooperation with the Safety and Health subcommittee, each department will develop office space configuration work plans that are focused on the ability to maintain CDC-recommended social distancing.

Health screening is required by all employees daily prior to reporting to work. The required screening form will be available via an app, or paper copies will be provided at the Campus Safety office.

**Phase 1:
Essential Employees ONLY on Campus**

Who is on campus?	Hours	Restrictions	Protocols
<ul style="list-style-type: none"> ● Campus Safety Associates. ● Facilities staff as needed. ● Essential employees required to process payroll, mail/deliveries, etc. * <p>*All other staff working remotely</p>	<ul style="list-style-type: none"> ● Office operations continuing virtually, Monday thru Friday, 8:00 am – 4:30 pm. ● Facilities work schedule determined by Director of Facilities. ● Campus Safety schedule determined by the Director of Campus Safety. 	<ul style="list-style-type: none"> ● All instruction is online or on hold until further notice. ● All student support services offered remotely. ● Campus buildings closed to non-essential employees, students, and the public. ● Professional development limited to online offerings. 	<ul style="list-style-type: none"> ● Employee screening/check-in process required. ● Social distancing protocols followed across campus by all employees. ● VPs identified essential employees in each of their departments. ● Employee face coverings provided by the College if there is a sufficient supply. Employees may provide their own face coverings provided that such face coverings are appropriate and consistent with the values of the College. ● Employees working remotely are recording and submitting electronic timecards and electronic absence reports. ● Employees without sufficient work to fulfill regular number of hours may supplement profile hour shortages with vacation, personal business, and sick time as necessary. ● Confidential EAP services will be made available to employees to assist with counseling, resources, and personal concerns.

**Phase 2:
Limited Employees on Campus
F2F HHS Labs**

Who is on campus?	Hours	Restrictions	Protocols
<ul style="list-style-type: none"> ●Phase 1 Employees ●Limited identified administrators & support staff, as determined by department plans.* ●Faculty and students in F2F HHS labs. ●Limited contractors/construction workers as approved by the VP of Facilities. <p>*Other staff who can work remotely will continue to work remotely.</p>	<ul style="list-style-type: none"> ●Offices open on-campus Monday thru Thursday, 8:00 am – 4:30 pm OR 8:00 am – 6:30 pm. ●Friday hours are 8:00 am – 4:30 pm. Staff scheduled to work on Fridays will work remotely so that Facilities team can continue to clean and sanitize the campus. ●Facilities work schedule will be determined by Director of Facilities. ●Campus Safety schedule will be determined by the Director of Campus Safety. 	<ul style="list-style-type: none"> ●No students/external customers on campus without the express consent of the appropriate VP. Any external persons coming on campus must adhere to the social distancing and PPE guidelines, and must complete a visitor, non-employee, contractor health screening form at Campus Safety before entering the College grounds. ●Most instruction & student support services continue remotely, with some exceptions (potential in-person appointments as needed). ●No face-to-face meetings. ●Food services and library remain closed. ●Bookstore closed to students and public. Any essential distribution of required student materials will take place in a controlled setting while observing health guidelines. ●No facility rentals. ●Limited campus deliveries (large items) with prearranged times if possible. Regular mail will continue to be delivered. ●No on-campus interviews. ●Professional development limited to online offerings. 	<ul style="list-style-type: none"> ●Employee screening/check-in process required. ●Social distancing protocols followed across campus by all employees, contractors, visitors, and students. ●VPs will determine the need for on-campus employees and work with their departments to develop a plan allowing limited employees on campus while maintaining social distancing. ●Rotational scheduling allowed – staff can work on-campus certain days and remotely other days. ●Regular cleaning Monday – Thursday. Facilities does additional in-depth sanitizing and disinfecting on Friday where needed. ●Employee face coverings will be provided by the College if there is a sufficient supply. Employees may provide their own face coverings provided that such face coverings are appropriate and consistent with the values of the College. ●Employees working remotely continue recording and submitting electronic timecards and electronic absence reports. Employees without sufficient work to fulfill regular number of hours may continue to supplement profile hour shortages with vacation, personal business, and sick time as necessary. ●Confidential EAP services will be made available to employees to assist with counseling, resources, and personal concerns.

**Phase 3:
Limited Employees on Campus
Limited F2F Classes (Health Care Programs and Lab Courses)**

Who is on campus?	Hours	Restrictions	Protocols
<ul style="list-style-type: none"> ●Phase 1 and 2 Employees ●Limited identified administrators & support staff, as determined by department plans.* ●Faculty and students in F2F lab courses. ●Limited contractors/construction workers as approved by the VP of Facilities. <p>*Other staff who can work remotely will continue to work remotely.</p>	<ul style="list-style-type: none"> ●Offices open on-campus Monday thru Thursday, 8:00 am – 4:30 pm OR 8:00 am – 6:30 pm. ●Friday hours are 8:00 am – 4:30 pm. Staff scheduled to work on Fridays will work remotely so that Facilities team can continue to clean and sanitize the campus. ●Facilities work schedule will be determined by Director of Facilities. ●Campus Safety schedule will be determined by the Director of Campus Safety. 	<ul style="list-style-type: none"> ●No students/external customers on campus without the express consent of the appropriate VP. Any external persons coming on campus must adhere to the social distancing and PPE guidelines, and must complete a visitor, non-employee, contractor health screening form at Campus Safety before entering the College grounds. ●Most instruction & student support services continue remotely, with some exceptions (potential in-person appointments as needed). ●No face-to-face meetings. ●Food services and library remain closed. ●Bookstore closed to students and public. Any essential distribution of required student materials will take place in a controlled setting while observing health guidelines. ●No facility rentals. ●Limited campus deliveries (large items) with prearranged times if possible. Regular mail will continue to be delivered. ●No on-campus interviews. ●Professional development limited to online offerings. 	<ul style="list-style-type: none"> ●Employee screening/check-in process required. ●Social distancing protocols followed across campus by all employees, contractors, visitors, and students. ●VPs will determine the need for on-campus employees and work with their departments to develop a plan allowing limited employees on campus while maintaining social distancing. ●Rotational scheduling allowed – staff can work on-campus certain days and remotely other days. ●Regular cleaning Monday – Thursday. Facilities does additional in-depth sanitizing and disinfecting on Friday where needed. ●Employee face coverings will be provided by the College if there is a sufficient supply. Employees may provide their own face coverings provided that such face coverings are appropriate and consistent with the values of the College. ●Employees working remotely continue recording and submitting electronic timecards and electronic absence reports. ●Employees without sufficient work to fulfill regular number of hours may continue to supplement profile hour shortages with vacation, personal business, and sick time as necessary. ●Confidential EAP services will be made available to employees to assist with counseling, resources, and personal concerns.

**Phase 4:
Additional Employees on Campus
F2F Classes Minimally Expanded**

Who is on campus?	Hours	Restrictions	Protocols
<ul style="list-style-type: none"> ●Phase 1, 2, and 3 Employees ●Additional administrators & support staff return to campus, as determined by department plans.* ●Faculty and students in F2F courses. ●Contractors/construction workers as approved by the VP of Facilities. <p>*Some staff who can work remotely will continue to work remotely.</p>	<ul style="list-style-type: none"> ●Offices open on-campus Monday thru Thursday, 8:00 am – 4:30 pm (TBD)**. ●Staff will work scheduled hours remotely on Fridays so that Facilities team can continue to clean and sanitize the campus IF NEEDED (TBD)**. ●Facilities work schedule will be determined by Director of Facilities. ●Campus Safety schedule will be determined by the Director of Campus Safety. 	<ul style="list-style-type: none"> ●In-person instruction, with modifications to promote social distancing. ●Service offices see students and external customers by appointment. ●Walk-in services allowed assuming social distance protocols can be achieved. ●Food services may be expanded according to social distancing protocols. ●Bookstore open with social distancing measure in place. ●Limited student gathering spaces. ●No facility rentals. ●No on-campus interviews. ●Professional development limited to online offerings. 	<ul style="list-style-type: none"> ●No daily health screening required; employees requested to stay home if experiencing symptoms. ●Social distancing/PPE protocols followed across campus by all employees, contractors, visitors, and students. ●Rotational scheduling allowed – staff can work on-campus certain days and remotely other days. ●Regular cleaning Monday – Thursday. Facilities does additional in-depth sanitizing and disinfecting on Friday where needed IF NEEDED (TBD)**. ●Employees working remotely continue recording and submitting electronic timecards and electronic absence reports. ●Employees without sufficient work to fulfill regular number of hours may continue to supplement profile hour shortages with vacation, personal business, and sick time as necessary. ●Confidential EAP services will be made available to employees to assist with counseling, resources, and personal concerns. <p>**Work schedule will be determined based upon existing conditions when the College reaches Phase 4.</p>

**Phase 5:
Classes Resume On-Campus
On-Campus Services Expand**

Who is on campus?	Hours	Restrictions	Protocols
<ul style="list-style-type: none"> ● Most employees have returned to campus. ● Employees who are ill or experiencing symptoms are asked to stay home. 	<ul style="list-style-type: none"> ● Standard work-week schedules resume. 	<ul style="list-style-type: none"> ● In-person instruction, with modifications to promote social distancing. ● Service offices see students and external customers by appointment. ● Walk-in services allowed assuming social distance protocols can be achieved. ● Food services may be expanded according to social distancing protocols. ● Bookstore open with social distancing measure in place. ● No facility rentals. ● Limited student gathering spaces. 	<ul style="list-style-type: none"> ● No daily health screening required; employees requested to stay home if experiencing symptoms. ● Social distancing and PPE protocols to be adjusted based on recommendations/requirements of state and local government entities. ● Cleaning/disinfecting protocols (to be developed). ● Confidential EAP services will be made available to employees to assist with counseling, resources, and personal concerns.

**Phase 6:
New Normal Operations**

Who is on campus?	Hours	Restrictions	Protocols
<ul style="list-style-type: none"> ● Campus is fully operational. ● All employees resume pre-COVID schedules. 	<ul style="list-style-type: none"> ● Standard work week schedules. 	<ul style="list-style-type: none"> ● Full face-to-face instruction and services resume. ● Events may be held on campus per existing restrictions. 	<ul style="list-style-type: none"> ● Social distancing protocols may still be required. ● Cleaning/disinfecting protocols (to be developed). ● Confidential EAP services will be made available to employees to assist with counseling, resources, and personal concerns.